PY381 Overview of the Review Paycheck Page

Overview of the Review Paycheck Page

In Cardinal, you can view the paycheck on the **Review Paycheck** page once the payroll has been calculated. Even though an employee's pay can be viewed, payroll may not be finalized at the time of viewing.

This Job Aid provides an overview of the **Review Paycheck** page.

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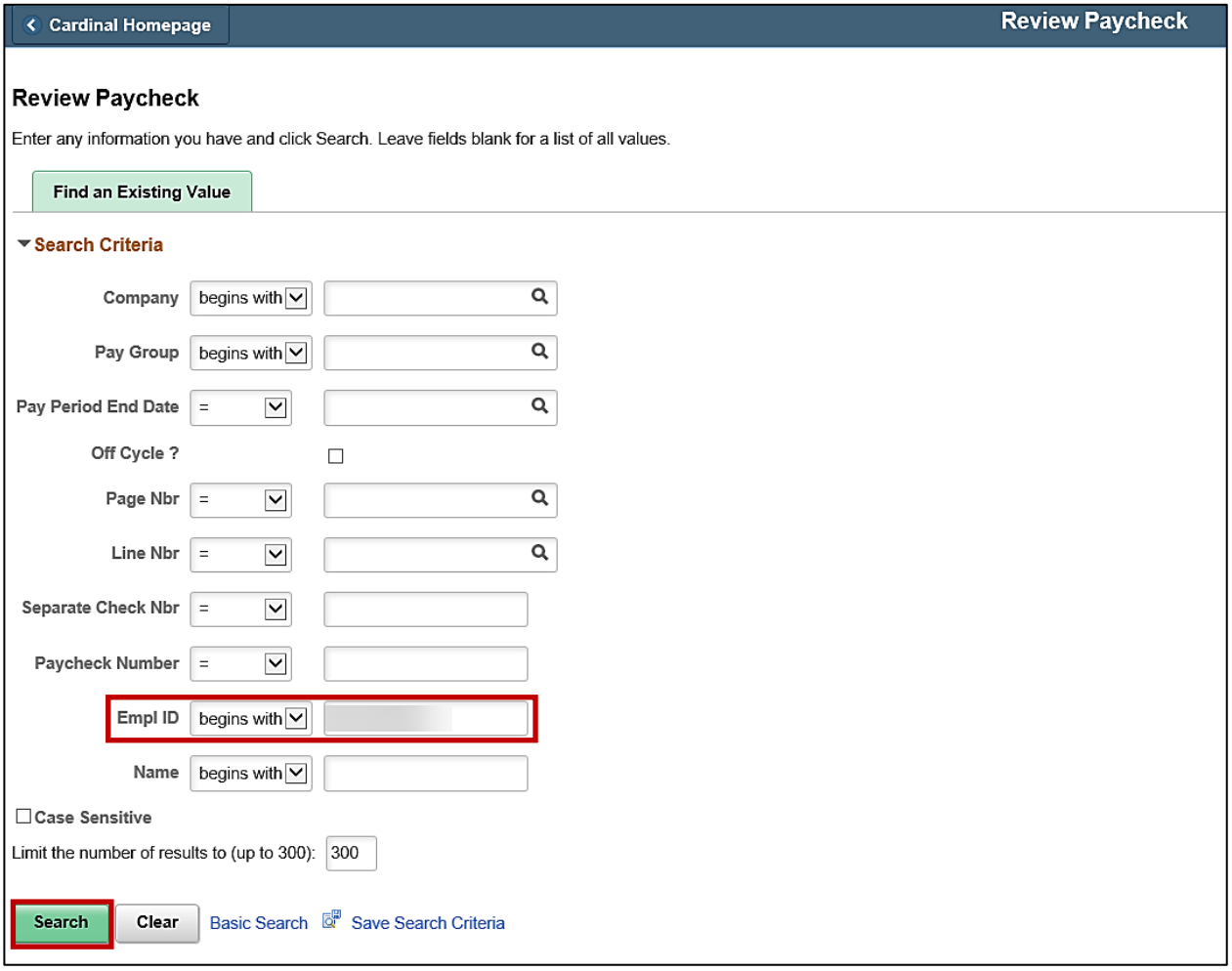
Accessing the Review Paycheck Page

1. Navigate to the **Review Paycheck** page using the following path:

   Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck

The **Review Paycheck Search** page displays.



2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.

   Note: You can also search by Employee Last using the **Name** field. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.

3. Click the **Search** button.

   Note: If multiple employees match the search criteria entered, the search results display in the bottom portion of the page and you must click the **Empl ID** link for the applicable employee.

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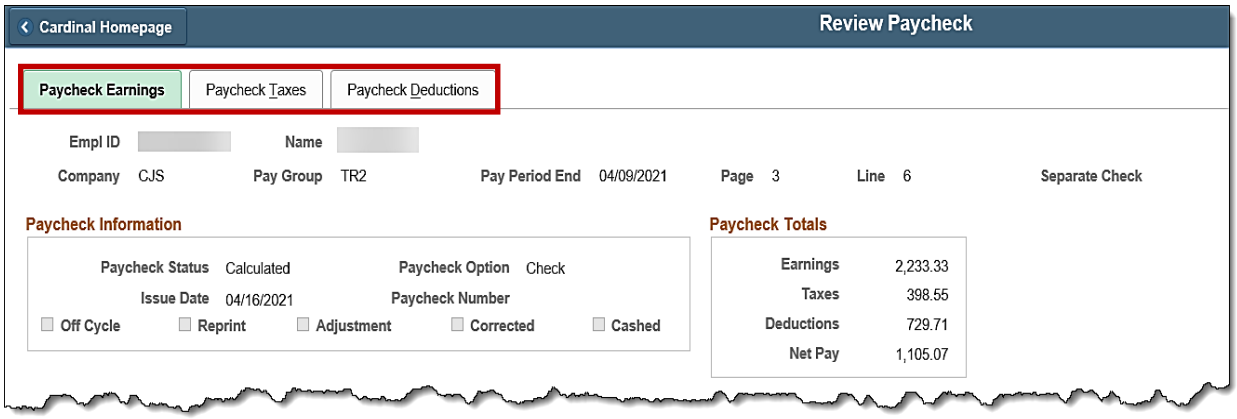
The **Review Paycheck** page for the employee displays with the **Paycheck Earnings** tab displayed by default.

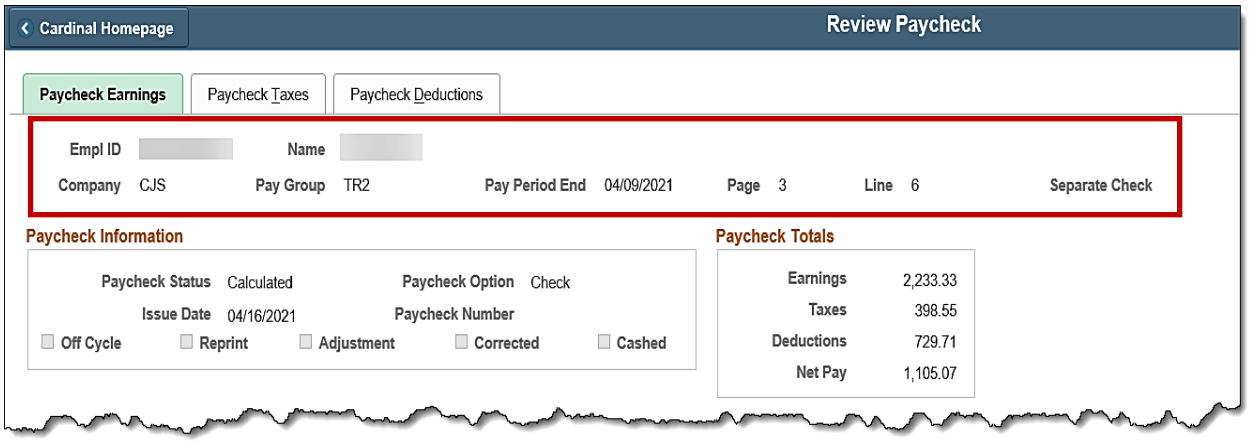


Note: The **Review Paycheck** page contains the **Paycheck Earnings**, **Paycheck Taxes**, and **Paycheck Deductions** tabs. The remaining sections of this Job Aid provide an overview of each of the tabs with their respective fields for review.

Paycheck Earnings

The **Paycheck Earnings** tab displays what the employee has earned for this pay period.

Header section screenshot:



Header section fields:

Field Name	Description
Empl ID	Displays the employee's Employee ID Number
Name	Displays the employee's name
Company	Displays the company (agency) for which the employee works
Pay Group	Displays the Pay Group that the employee is assigned. The Pay Group is a logical grouping of employees based on shared characteristics for payroll processing
Pay Period End	Displays the end date for the associated pay period
Page and Line	These fields are used by central SPO only
Separate Check	Displays the number of additional checks issued to the employee for this pay period

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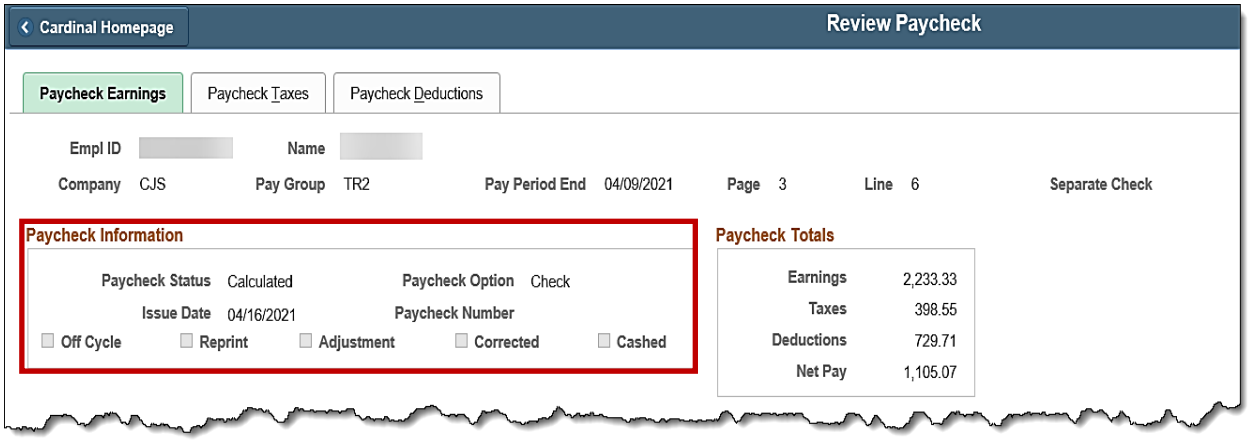
Paycheck Information section screenshot:



Paycheck Information section fields:

Field Name	Description
Paycheck Status	Displays one of the following statuses: • **Calculated**: the paycheck has been calculated but not finalized. Corrections and changes can still be made • **Confirmed**: the paycheck has been finalized • **Reversing Check**: the paycheck is in the process of being reversed • **Reversed**: the paycheck has completed the reversal process
Paycheck Option	Displays one of the following options for the paycheck: • **Check**: pay was issued in the form of a check • **Advice**: pay was issued via direct deposit • **Check & Advice**: pay was issued via direct deposit. However, the balance of net was issued in the form of a check • **Check Reversal**: the payment was reversed
Issue Date	Displays the date the payment is issued
Paycheck Number	Displays the check or advice number; only displays when the payroll has been confirmed
Off Cycle	Checked (checkbox) when the payment was processed as a stand-alone Off Cycle or reversal
Reprint, Adjustment, Corrected, Cashed	Not used in Cardinal

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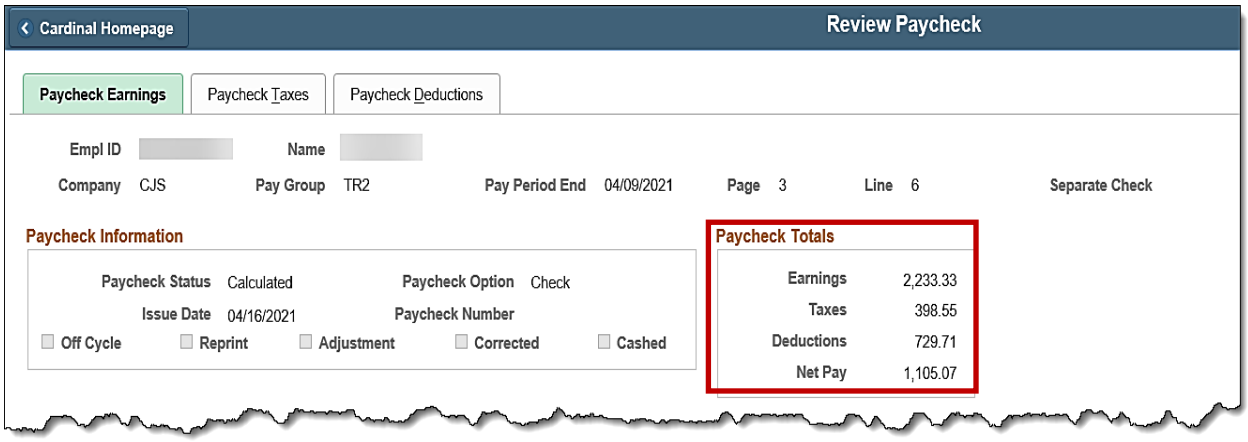
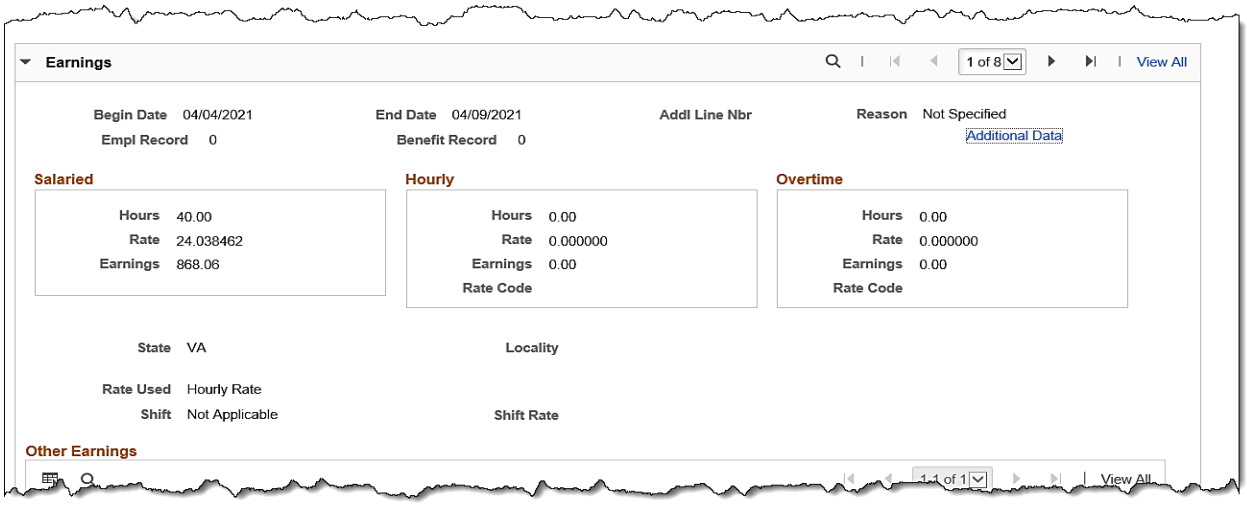
Paycheck Totals section screenshot:



Paycheck Totals fields:

Field Name	Description
Earnings	Displays the gross earnings before taxes and deductions
Taxes	Displays the total taxes deducted (employee portion)
Deductions	Displays the deduction amount
Net Pay	Displays the net pay (Earnings – Taxes – Deductions = Net Pay)

Earnings section screenshot:

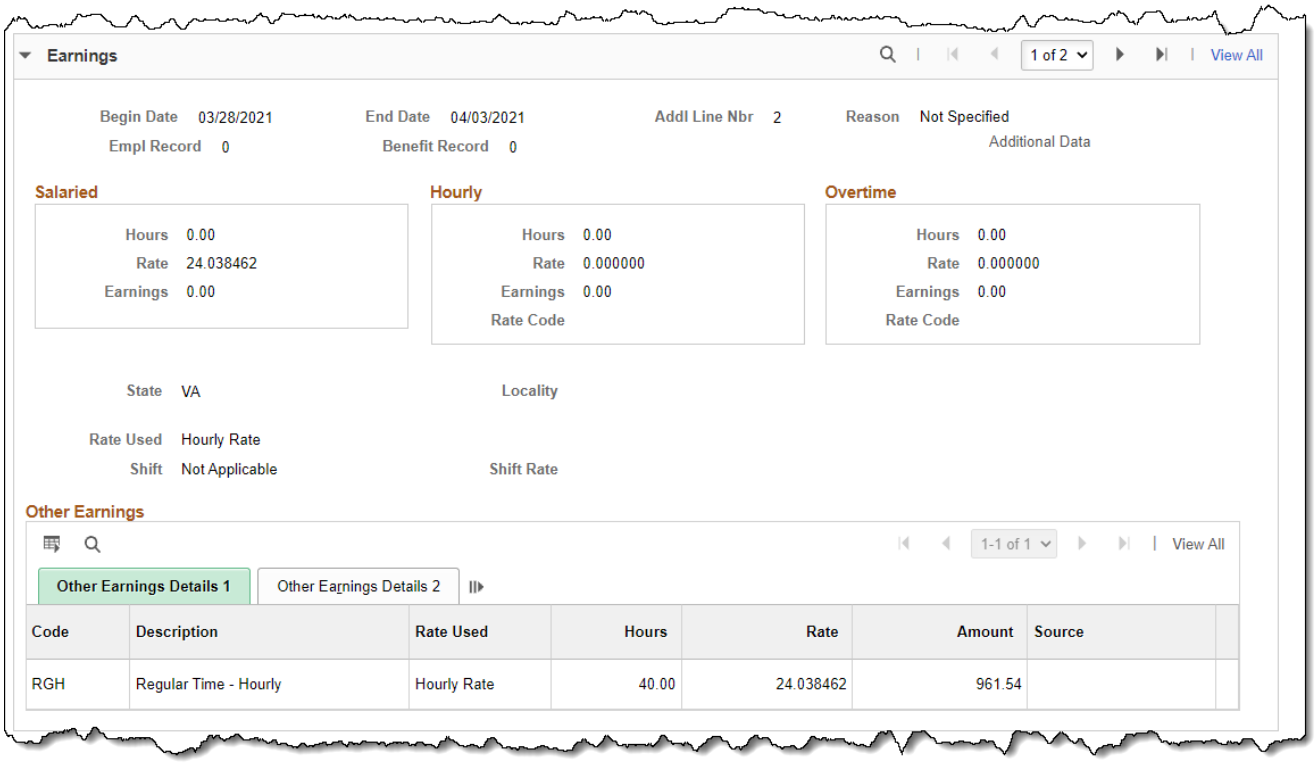


Note: This section provides a breakout of the paycheck's total earnings by FLSA workweek during the pay period**.** Each row (row 1 of 8 displayed in this example) reflects the earnings for each FLSA workweek within the pay period. Use the arrows or **View All** link to view each individual FLSA workweek.

Earnings fields:

Field Name	Description
Begin Date	Displays the begin date of the FLSA workweek
End Date	Displays the end date of the FLSA workweek
Reason	Not used in Cardinal
Empl Record	Displays the employee record number
Benefit Record	Displays the employee benefit record number
Additional Data Link	Click this link to open a pop-up window displaying information from the employee's job data. Refer to the next portion of this Job Aid which discusses the Additional Data page in more detail. **Note**: Users with the Payroll Read Only role do not have access to this link.
Salaried	Displays the following for salaried employees: • **Hours**: Standard hours from job data • **Rate**: Calculated Hourly rate that displays in the Pay Rate section on the Compensation tab of Job Data • **Earnings**: Earnings for the FLSA period displayed **Note:** For an hourly employee, the rate displays in the Rate field in this section as well.

Earnings section screenshot showing an hourly employee example:

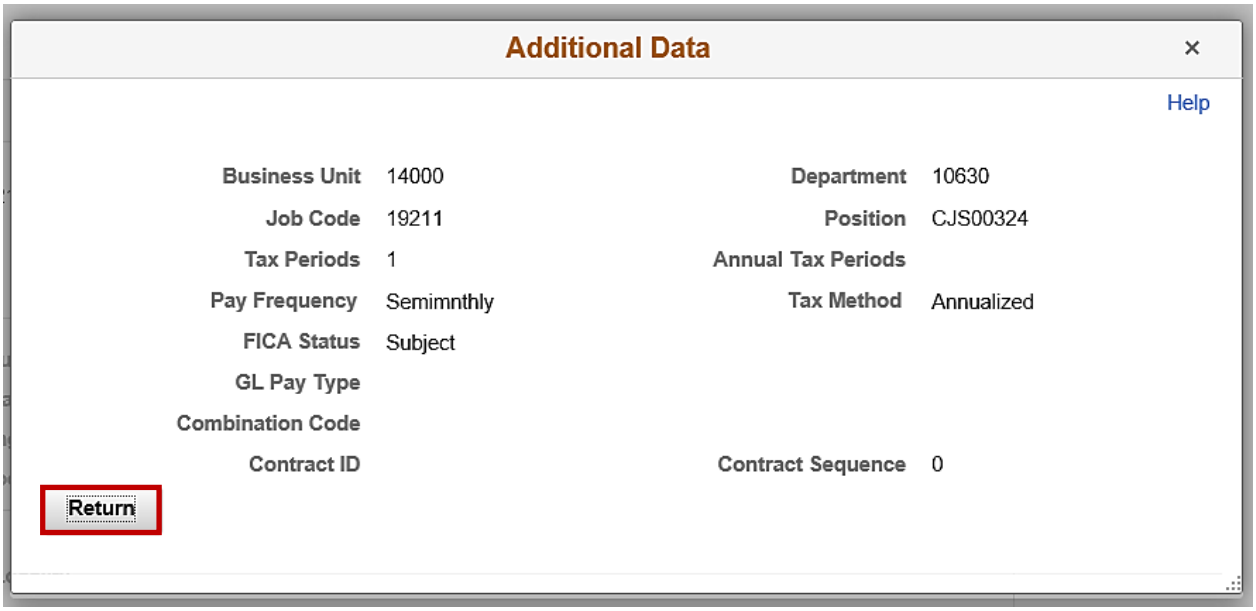


Earnings fields continued:

Field Name	Description
Hourly	Not used in Cardinal
Overtime	Not used in Cardinal **Note**: the only time data displays is if SPO enters it directly on the employee's paysheet
Rate Used	Displays the rate used to calculate the earnings
State	Location of employment
Shift	Not used in Cardinal
Shift Rate	Not used in Cardinal
Locality	Will only display if the employee pays local taxes

Additional Data page screenshot:

Additional Data page displays additional employee data in a pop-up window.



Note: Click the **Return** button to return to the **Paycheck Earnings** tab.

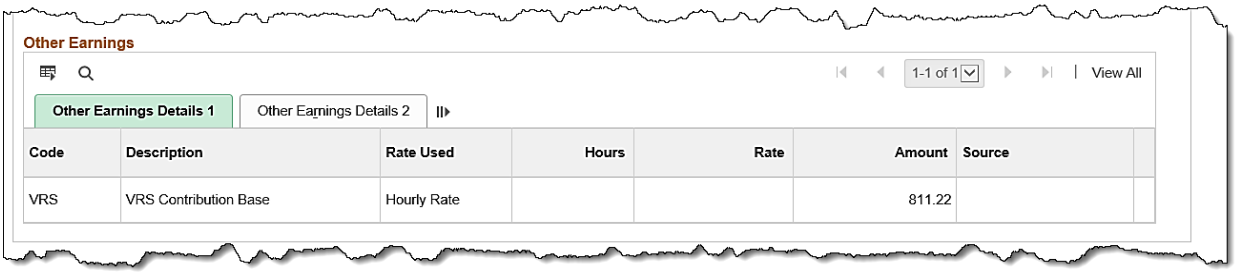
Other Earnings

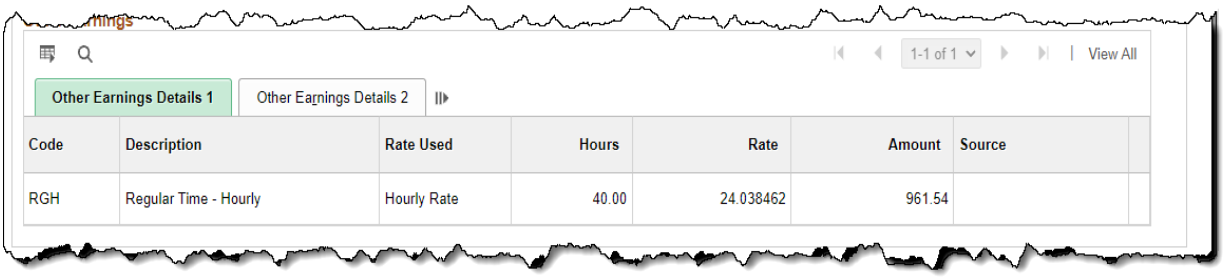
The **Other Earnings** section reflects holiday and absence hours, additional pay, SPOT earnings and time from Time and Labor as applicable for an employee.

Note: Holiday and absence time get rolled into regular time in the employee self-service view.

Other Earnings Details 1 tab fields:

Note: Use the arrows or **View All** link to see more information





Other Earnings Details 1 tab fields:

Field Name	Description
Code	Displays the applicable earnings code
Description	Defaults to the description based on the earnings code
Rate Used	Defaults to Hourly Rate
Hours	Hours coming from Time & Labor or SPOT
Rate	Rate coming from Time & Labor or SPOT
Amount	Total amount of the earnings code

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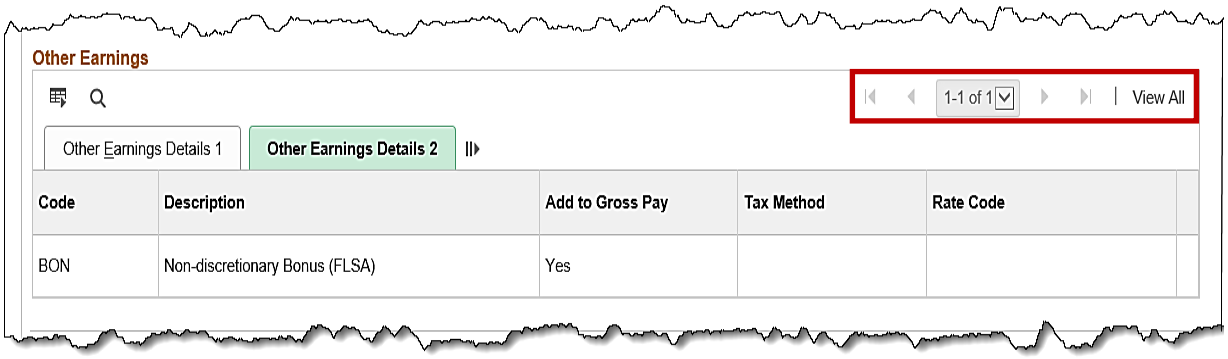
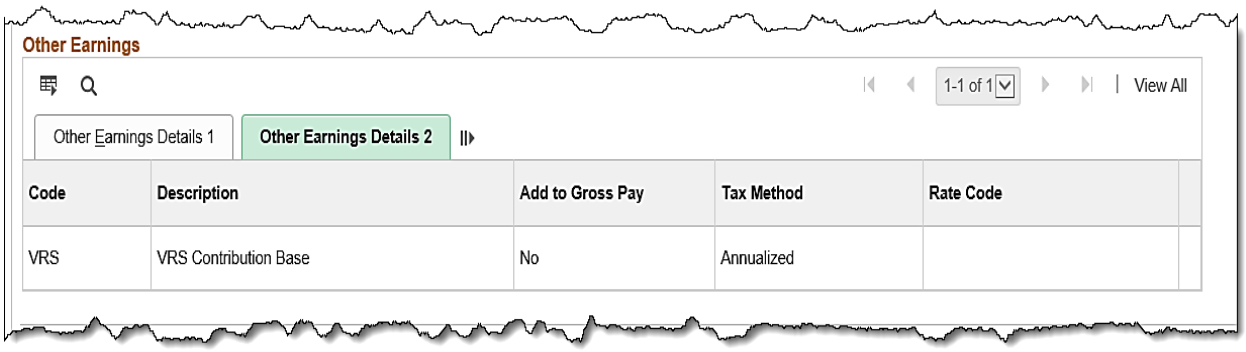
Field Name	Description
Source	This field displays the Source Code associated with specific earnings when applicable. The codes that display when applicable are: • **OP** – SPOT transaction • **OL** – Allocation 600C (shows when the non-productive time is posted on the paysheets from the prior period allocation) • **OT** – Other source (third party sources) • **Blank** – Additional Pay, Time & Labor or online entries on the paysheet (SPO)

Other Earnings Details 2 tab fields:



Note: Use the arrows or **View All** link to see more information.



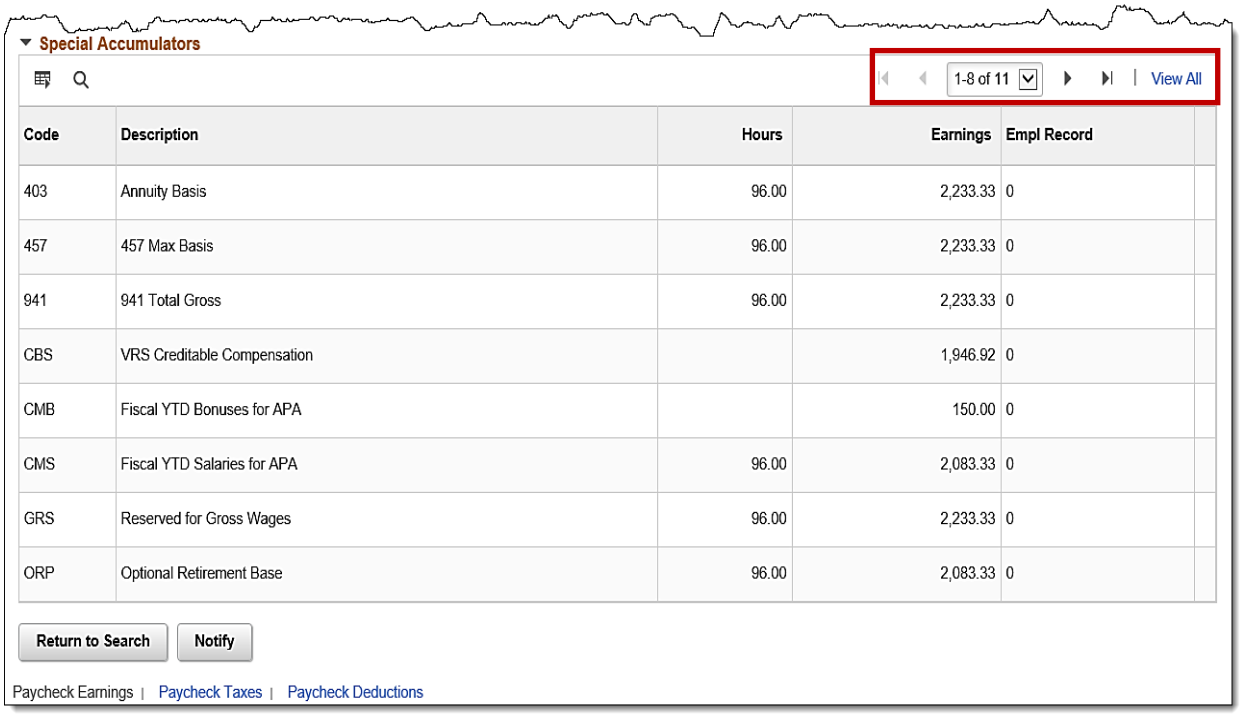
Other Earnings Details 2 tab fields:

Field Name	Description
Add to Gross Pay	If Yes, the amount is added to the employee's total earnings
Tax Method	Displays default tax method for the earnings codes. This is typically Annualized
Rate Code	Not used in Cardinal

Special Accumulators

A special Accumulator is used to create a running total of specific groups of earnings codes. This section keeps track of all eligible earnings to apply limits and/or percentages.

Special Accumulators section screenshot:



Special Accumulators

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Code	Description	Hours	Earnings	Empl Record
403	Annuity Basis	96.00	2,233.33	0
457	457 Max Basis	96.00	2,233.33	0
941	941 Total Gross	96.00	2,233.33	0
CBS	VRS Creditable Compensation		1,946.92	0
CMB	Fiscal YTD Bonuses for APA		150.00	0
CMS	Fiscal YTD Salaries for APA	96.00	2,083.33	0
GRS	Reserved for Gross Wages	96.00	2,233.33	0
ORP	Optional Retirement Base	96.00	2,083.33	0

Return to Search | Notify

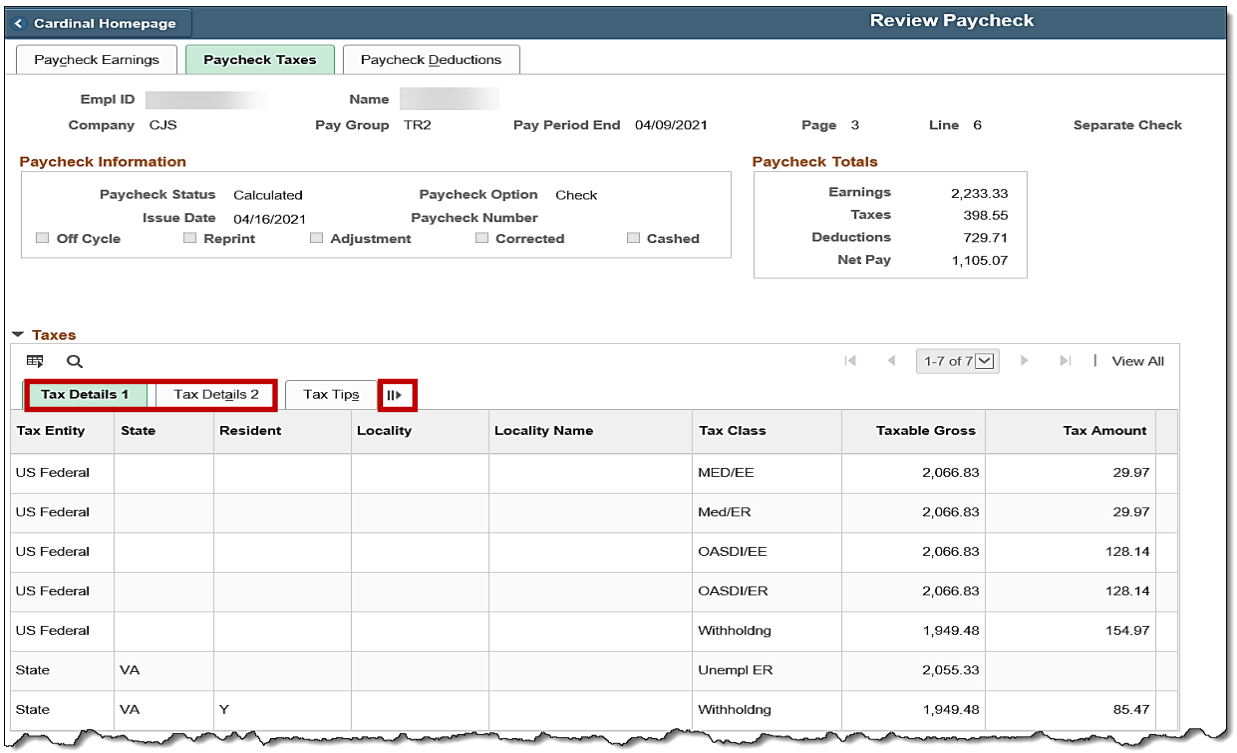
Paycheck Earnings | Paycheck Taxes | Paycheck Deductions

Note: Use the arrows or **View All** link to see more information.

Paycheck Taxes

The **Paycheck Taxes** tab displays information about taxes taken from the employee's paycheck**. The Header**, the **Paycheck Information** and **Paycheck Totals** sections are the same as the **Paycheck Earnings** tab.

Paycheck Taxes tab screenshot:



The **Taxes** section displays two **Tax Details** tabs. The details in each tab displays information about the taxes the employee pays. Clicking on the **Show all columns** icon displays all the information on one page.

Note: Tax Entity, **State**, **Resident**, **Locality**, and **Locality Name** are automatically populated with information that is listed in the employee's Tax Data. For further information about employee taxes, see the Job Aid titled **PY381 Maintain Employee Tax Information**. This Job Aid can be found on the Cardinal Website in **Job Aids** under **Learning**.

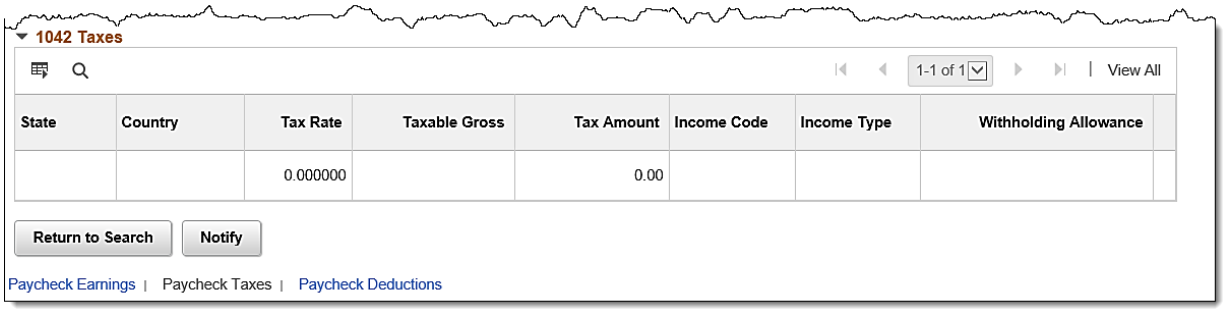
Paycheck Taxes field names:

Field Name	Description
Tax Class Column	Reflects nature of the deduction
Taxable Gross	Amount the employee earned less the applicable pretax deductions
Tax Amount	Taxes deducted

1042 Taxes

For foreign national employees whose taxable wages and tax withholdings are reported on a 1042-S form (rather than a W-2), these amounts are shown in the Taxes and 1042 Taxes sections.

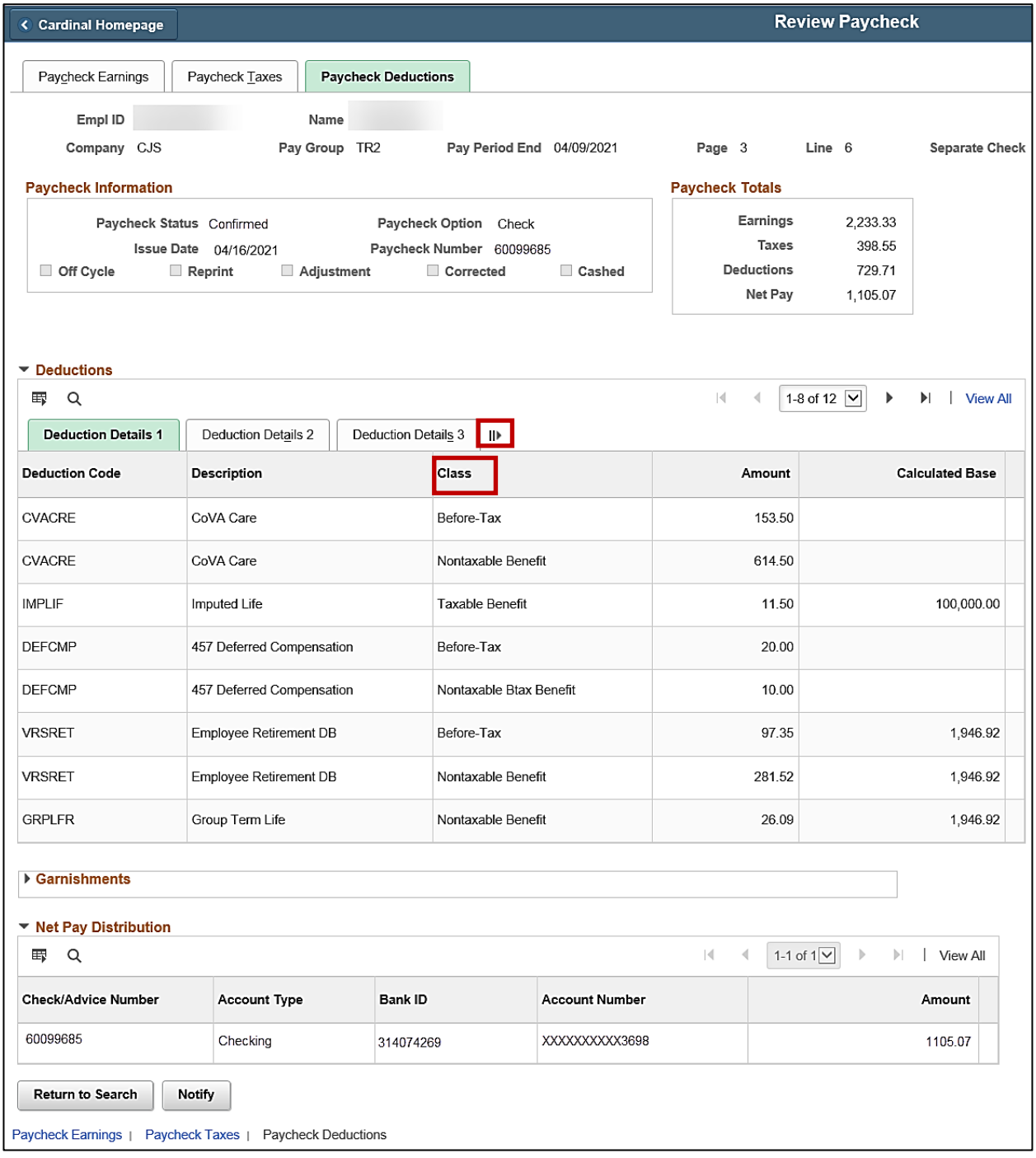
1042 Taxes section screenshot:



Paycheck Deductions

The **Paycheck Deductions** tab displays all deductions to include garnishments if applicable.

Paycheck Deductions tab screenshot:



Note: Clicking on the **Show all columns** icon displays all the information on one page.

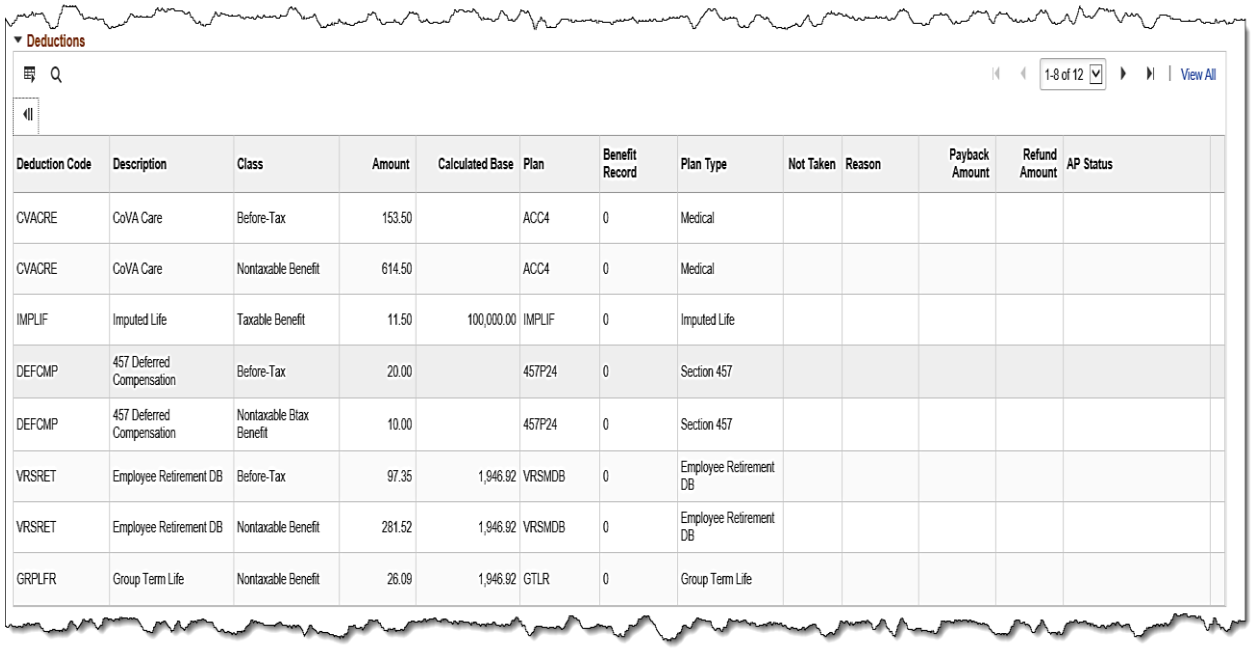
Deductions

The **Paycheck Deductions** tab is a list of both employee and employer deductions. It lists all employee and employer deduction codes, descriptions, class, amount, calculated base, Plan, and Plan Type. The **Class** field reflects the nature of deduction. Class options include:

- Non-Taxable Benefit
- Non-Taxable BTax or PTax Benefit
- Taxable Benefit

Note: For further information about Deductions see the Job Aid titled **PY381: General and Benefit Deduction Codes**. This Job Aid can be found on the Cardinal Website in **Job Aids** under **Learning**.

Deductions screenshot when using the **Show all columns** icon:



Deductions

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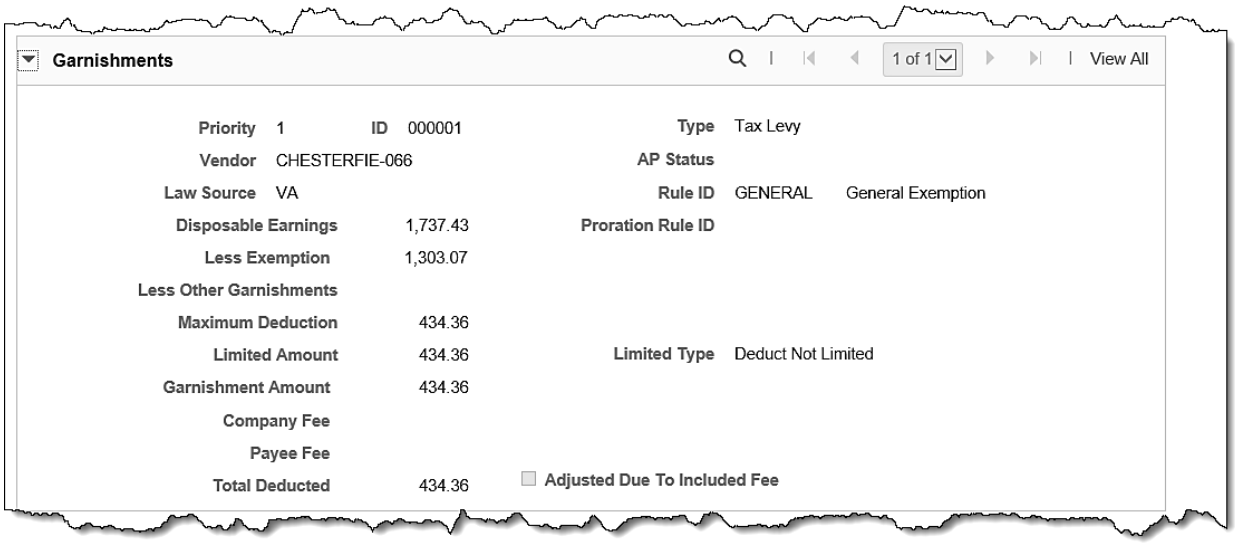
Deduction Code	Description	Class	Amount	Calculated Base	Plan	Benefit Record	Plan Type	Not Taken	Reason	Payback Amount	Refund Amount	AP Status
CVACRE	CoVA Care	Before-Tax	153.50		ACC4	0	Medical					
CVACRE	CoVA Care	Nontaxable Benefit	614.50		ACC4	0	Medical					
IMPLIF	Imputed Life	Taxable Benefit	11.50	100,000.00	IMPLIF	0	Imputed Life					
DEFCMP	457 Deferred Compensation	Before-Tax	20.00		457P24	0	Section 457					
DEFCMP	457 Deferred Compensation	Nontaxable Btax Benefit	10.00		457P24	0	Section 457					
VRSRET	Employee Retirement DB	Before-Tax	97.35	1,946.92	VRSMDB	0	Employee Retirement DB					
VRSRET	Employee Retirement DB	Nontaxable Benefit	281.52	1,946.92	VRSMDB	0	Employee Retirement DB					
GRPLFR	Group Term Life	Nontaxable Benefit	26.09	1,946.92	GTLR	0	Group Term Life					

Garnishments

When an employee has a garnishment, it displays under the garnishments section of the paycheck.

Note: For further information and details about garnishment setup in Cardinal, see the Job Aid titled **PY381 Reviewing Garnishment Setup in Cardinal.** This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

Garnishments section screenshot:



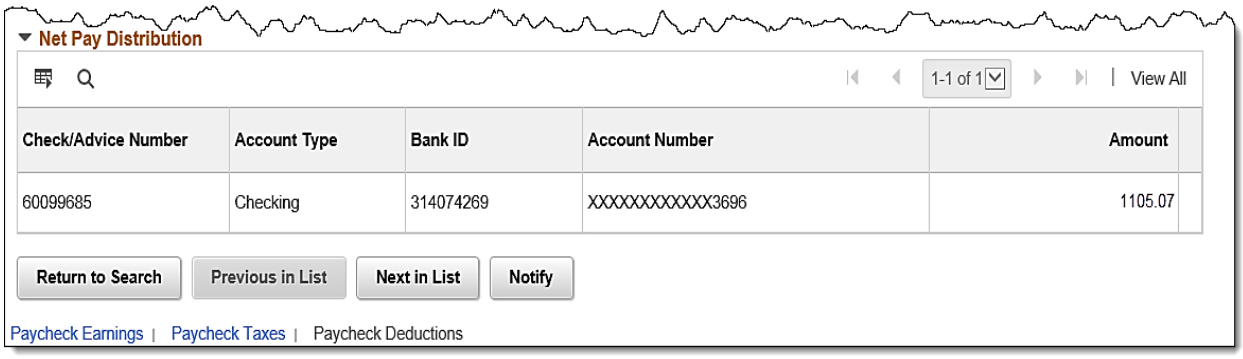
Garnishments field names:

Field Name	Description
Disposable Earnings	The earnings calculated to be subject to the garnishment.
Less Exemption	The amount determined to be excluded from the garnishment.
Maximum Deduction	The calculated amount (based on previously deducted items) that reflects the maximum deduction that can be taken for this deduction.
Limited Amount	The maximum amount that is deducted per pay period, if applicable.

Net Pay Distribution

The **Net Pay Distribution** section will display the direct deposit information and/or check disbursement information. This information does not display until after the Payroll for the period has been confirmed.

Net Pay Distribution screenshot:



Net Pay Distribution field names:

Field Name	Description
Check/Advice Number	Check/advice number assigned at confirmation
Account Type	Type of account (e.g., checking, savings, etc.)
Bank ID	The routing number of the banking institution
Account Number	Account number where the deposit was made
Amount	Total amount deposited into the Account